

CENTRAL INTELLIGENCE AGENCY

[REDACTED]

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Under the general CIA Headquarters direction established by broad program and project control, the [REDACTED]/CIA will operate as a decentralized authority for administration and conduct of operations in North Asia and certain functional responsibilities for over-all Far East support within the scope of authorities and responsibilities of the CIA as established in NSC 10/2, NSC 10/5 and NSCID No. 5 and as delegated or directed by the Director, CIA. Current and war missions of the [REDACTED] are complementary.



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CHIEF, [REDACTED]

Within the authority delegated by the Director of Central Intelligence, the Chief, [REDACTED] is charged with responsibility for the administration and conduct of all operations and activities of CIA in North Asia and certain functional responsibilities for over-all Far East support.

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DEPUTY CHIEF, [REDACTED]

1. Performs such duties and exercises, such authorities

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as the Chief, [REDACTED] may prescribe.

2. Exercises the authorities and is charged with the

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responsibilities of the Chief, [REDACTED] during his absence.

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OFFICE OF THE CHIEF, [REDACTED]

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INSPECTION AND REVIEW STAFF

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In order to advise the Chief, [REDACTED] on the progress and effectiveness of approved programs, projects and plans, and measuring actual against planned accomplishment:

1. Conducts a continuing program of inspection and review of all operations in the [REDACTED]

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2. Determines the need for and recommends necessary action to accomplish shifts in emphasis, elimination of gaps, duplications and unnecessary overlapping.

3. Coordinates, consolidates, reviews and prepares for the Chief, [REDACTED] all reports required by Washington Headquarters.

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4. Issues calls for periodic and special progress and status reports, narrative, statistical and related data, and reviews, assembles and compiles such material into summary documents for use of the Chief, [REDACTED]

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OFFICE OF THE CHIEF, [REDACTED]

PLANS AND PROGRAMS STAFF

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Within authority delegated by the Chief, [REDACTED]

1. Formulates, develops and recommends broad plans and programs for the Far East area.
2. Develops detailed operational plans for programs and projects, within the framework of approved policies, doctrine, programs and specific directives.
3. Coordinates and supervises the development of plans and programs for indigenous operational training within the area, and monitors the implementation and status thereof.
4. Coordinates and supervises the development of all strategic and project planning of an operational or support character within the area, both cold and hot war.
5. Develops planning in unexploited fields.
6. Evaluates influence of current developments and long-range forecasts on approved programs, developing such recommended changes or modifications as may be indicated.

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OFFICE OF THE CHIEF, [REDACTED]

SECRETARIAT AND LIAISON CONTROL STAFF

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Provides principal staff assistance to the Chief, [REDACTED], in such actions as may be required to:

1. Coordinate and process communications and oral or written directives.
2. Assign action responsibility and follow up on matters within prescribed functional areas.
3. Consolidate and organize agenda material and background data for conferences and meetings.
4. Obtain or receive directives from higher authority, coordinate their review and recommend interpretation, implementation or other action to Chief, [REDACTED] to assure uniform guidance at all levels.
5. Develop and recommend policies, procedures and conclusions in connection with special problems not directly the responsibility of a specific element of the [REDACTED]
6. Establish and supervise liaison with all major elements of the [REDACTED] CIA Headquarters, Foreign Governments, other U. S. Government activities and private enterprise.

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Approved For Release 1999/09/07 : CIA-RDP78-03568A000800040004-5

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COMMUNICATIONS STAFF

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1. Serves the Chief, [REDACTED] as principal source of advice on signal communications.

2. Develops requirements for, and determines methods and means of, providing mechanical facilities and technical abilities to accomplish the reliable, secure and rapid signal communications necessary to support the demands of the [REDACTED]

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3. Supervises and regulates communication practices in [REDACTED] under broad concepts and policies of Headquarters, CIA, appropriately implemented to fulfill the requirements of the area.

4. Provides liaison with counter-parts within other U.S. agencies within the FE Area, in support of specific projects and the over-all mission of the [REDACTED]

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5. Coordinates with the Plans and Programs Staff, Office of the Chief, [REDACTED] in the development of training programs for indigenous personnel and provides technical guidance for all such training activities.

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6. Provides technical advice and guidance on specific communications problems of an administrative support nature.

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SUPPORT STAFF

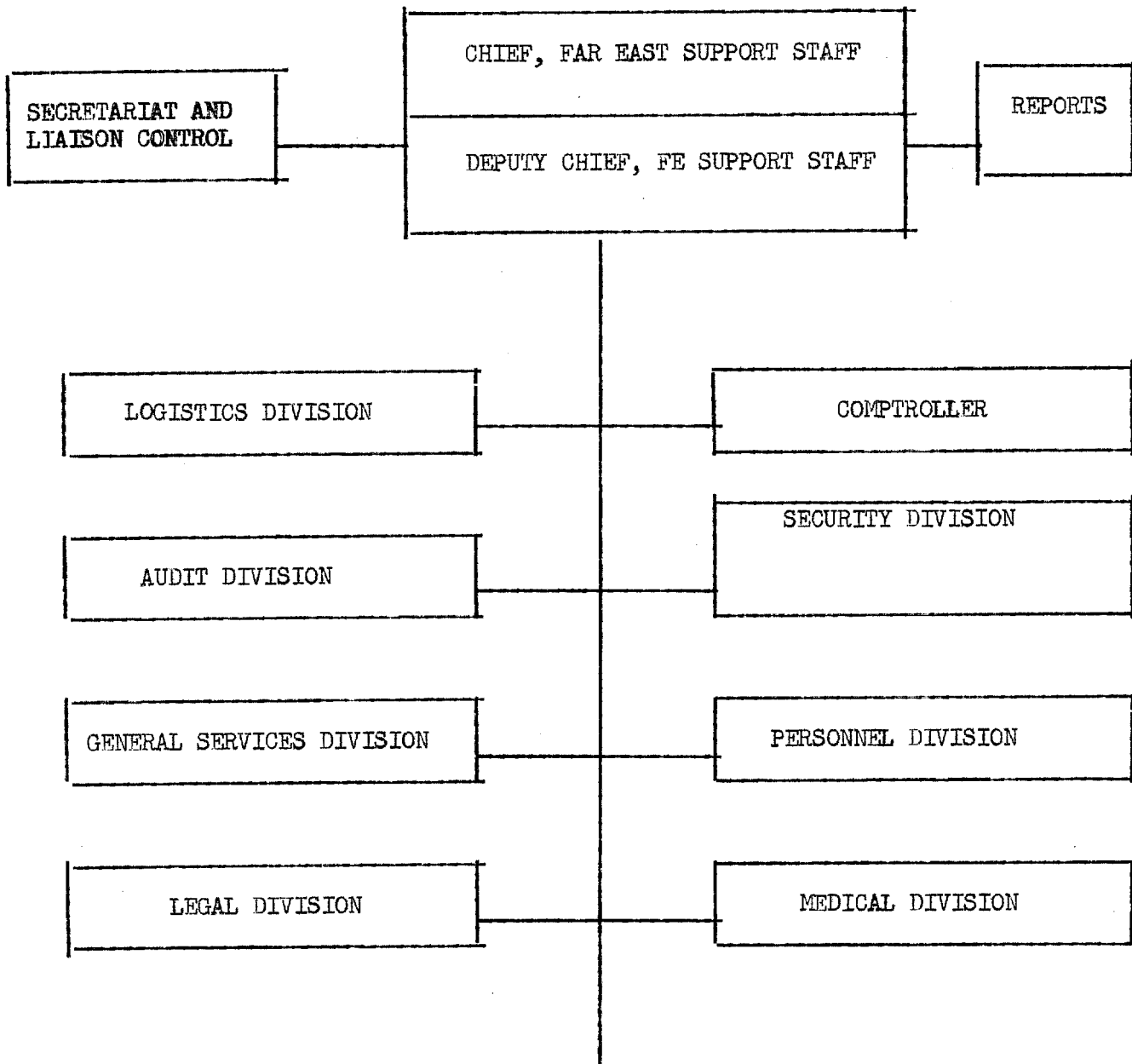
1. Provides administrative and logistical support, to Head-
quarters [REDACTED] and provides staff planning, coordination, and staff
supervision over all such activities in the [REDACTED]

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MEDICAL DIVISION

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1. Develops and supervises the execution of the [REDACTED] medical program and provides medical service and support to [REDACTED] activities.

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2. Provides medical care and approves the transportation selected on behalf of all patients, U. S. and indigenous, within [REDACTED] support responsibility.

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3. Conducts preventive medicine and physical evaluation programs for assigned personnel.

4. Assists in developing requirements for, and approves requisitions and utilization of, medical supplies and equipment.

5. In collaboration with the Plans and Program Staff and the Support Staff, provides for training of U. S. and indigenous personnel in medical subjects.

6. Advises in connection with personnel management of professional medical employees within the [REDACTED]

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7. Reviews the medical aspects of the planning and construction of new or expanding bases.

8. Renders consultative assistance in the medico-operational aspects of covert operations and secret intelligence.

LEGAL DIVISION

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1. Renders advice throughout [REDACTED] on all legal matters in connection with the administration and operations of the [REDACTED]

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2. Is responsible for and controls liaison outside the

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[REDACTED] relating to legal matters.

3. Provides for legal review of administrative and opera-

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tional matters of the [REDACTED]

4. Provides counsel as needed to determine legal implica-

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tions and requirements of past, current and proposed actions and activities of the [REDACTED] analyzing and interpreting existing laws, orders, directives, regulations and precedents which apply and rendering legal opinions and recommendations as are deemed applicable and appropriate.

AUDIT DIVISION

Under the technical direction, supervision and guidance of the Auditor-in-Chief, Headquarters, CIA,

1. Conducts or arranges for final external audits of all accounts pertaining to money, property or other CIA assets in the [REDACTED] including the audit of subsidy or proprietary projects and other commercial ventures, and submits audit reports and recommendations to the Auditor-in-Chief, CIA.

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2. Coordinates with Headquarters, CIA, the employment of civilian audit firms for audits of proprietary, subsidy, preclusive buying activities and similar commercial ventures where cover considerations require such action.

3. Examines the accounts, internal audit and financial procedures, organization and practices of the [REDACTED] and recommends such changes as may be indicated in the interest of efficiency and protection of government funds, property and other assets.

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4. Performs special audits and such other duties as the Chief, [REDACTED] and the Chief, [REDACTED] may request provided the performance of such duties does not interfere with normal audit responsibilities.

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SECURITY DIVISION

1. Develops and recommends personnel and physical security policies, programs, functions and controls, to protect Agency information and operations in the [REDACTED]

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2. Provides staff supervision, advice, guidance and support throughout the [REDACTED] on personnel and physical security matters.

3. Conducts inspections to determine the effectiveness of personnel and physical security programs and, makes recommendations for improvement.

4. Conducts or otherwise provides for security investigations on FEAC prospective employees or on the utilization of specific employees or individuals and, from a security viewpoint, is authorized to disapprove the use of such employees or individuals.

5. Develops special personnel, physical, technical and other security programs to prevent penetration of [REDACTED] activities by unauthorized individuals.

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6. Maintains [REDACTED] liaison with other agencies and governments on security and investigation matters and prescribes security policies relating to contact relations of [REDACTED] personnel with such agencies

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and governments.

7. Provides certain technical security services and devices.

COMPTROLLER

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1. Develops, prepares and executes budget and finance programs for the [REDACTED] provides advice and assistance in all matters of finance and budget policy and on programs, methods and procedures relating thereto.

2. Plans, organizes, develops, coordinates and administers a financial program to provide support to operations on the use of, and accountability for, funds allotted to the [REDACTED]

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3. Prepares, executes and supervises the operation of the [REDACTED] budget, and assists in the establishment of budget management controls and procedures for their implementation.

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4. Provides organization and methods services, advises on the establishment and improvement of programs, methods and procedures to increase efficiency and effect economy in the operations of the [REDACTED] provides forms and publications control; recommends improved systems and office equipment utilization.

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5. Maintains tables of organization, and in collaboration with the Chief of Personnel, develops and recommends area-wide manpower requirements.

6. Provides official office space plans for the [REDACTED]

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7. Recommends and assists in the establishment of support facilities and related administrative policies, regulations and procedures for special projects outside normal administrative operations and those projects involving commercial management.

PERSONNEL DIVISION

1. Within the policies and practices prescribed by the Agency, administers a complete personnel program for the [REDACTED]

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2. Continually monitors personnel practices throughout the area and recommends any corrective action indicated.

3. Provides for personnel recruitment within the [REDACTED] area and prepares and executes all legal instruments in connection therewith.

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4. Operates the [REDACTED] position classification program and administers all special pay and allowance matters.

5. Continually appraises employee morale throughout the area and provides for employee grievance systems.

6. Reviews and approves Tables of Organization and individual position changes insofar as wage structure and position duties relate to each other.

7. Administers a performance rating system throughout the area.

8. Operates a personnel placement program throughout the area, including qualification evaluations and career management.

9. Maintains custody of all centralized personnel records within the FE Headquarters.

GENERAL SERVICES DIVISION

1. Provides or supervises Headquarters' general services and exercises staff supervision, coordination and control of general services functions throughout the [REDACTED]

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2. Maintains Headquarters utilities and related facilities.

3. Provides a motor pool, including the function of dispatch of vehicles.

4. Conducts message center activities covering the receipts, logging, routing and dispatch of operational and administrative materials.

5. Operates a registry which includes basic record files, top secret control, and records management activities; maintains a courier service for external and internal priority communications.

6. Maintains a reproduction service for the editing, reproduction, issuance control, distribution and storage of publications, including the production of graphic material.

7. Provides and supervises, as appropriate, machine records services and establishes related systems and facilities therefor.

8. Provides, operates and supervises special service activities such as post exchanges, commissaries, schools and recreational facilities.

9. Advises Chief, Support Staff on specific communication problems of an administrative support nature.

LOGISTICS DIVISION

1. Provides assistance in preparation of requirements for logistical support in the [REDACTED] including supply, procurement, real estate, construction and transportation.

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2. Negotiates agreements with officials of the U. S. Government agencies and other organizations and individuals located within the

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[REDACTED] in connection with logistical matters.

3. Develops and coordinates with the appropriate functional staffs of the [REDACTED] headquarters the formulation of standard supply and replacement factors and consumption rates.

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4. Performs such planning, coordination and programming as may be necessary to control priorities and allocations of [REDACTED] logistical support requirements related to specific projects, activities and programs.

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5. Initiates, develops and coordinates statistical reports to provide adequate information on logistical operations of the [REDACTED] Consolidates and evaluates such reports and advises the Chief, Support Staff of progress, developments and status of over-all [REDACTED] logistical situation.

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6. Monitors, coordinates and processes for approval of the Chief, Support Staff, all matters pertaining to the acquisition, allocation and disposal of real estate in the [REDACTED]

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[REDACTED]

Directs and supervises the operation and maintenance of strategically located bases for the receipt, inspection, storage, packing, issue, movement and disposition of all supplies, equipment and provides facilities and support for the conduct of such training and technical support communication activities as may be required by the [REDACTED]

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SUPPORT BASES

1. Operates, controls and maintains necessary facilities for the receipt, inspection, storage, issue and disposition of all materiel, equipment and supplies consigned to the base.

2. Provides facilities and support for the conduct of such training and technical services activities as may be required by the [REDACTED]

3. Provides necessary administrative support facilities and services required for the operation of the base, including those required for employee welfare and recreation.

4. Prepares and submits such routine and special reports as may be required by the [REDACTED] or higher headquarters. 25X1A6a